

Candidate Committee: Frequently Asked Questions

When do I need to file paperwork with the Board of Elections office to organize my political committee?

- Within ten days of:
 - Receiving or spending any money in support of your candidacy,
 - Filing a Notice of Candidacy, or
 - Making a public announcement of a definite intent to run for public office in a particular election; whichever comes first.

Where do I find the rules and regulations regarding campaign finance?

- When you file the committee paperwork with the Board of Elections, you will receive an abbreviated version of the Campaign Finance Manual. The full manual can be found on the State Board of Elections website, www.ncsbe.gov, under Campaign Finance, then General Information.

Can I keep the money I raise for the campaign in my personal bank account?

- No. It is required that campaign funds be maintained in a bank account that is used exclusively by the political committee. Many banks will require that you obtain an EIN number from the IRS to open the account. EIN numbers can be attained by going to www.irs.gov or calling 800-829-4933.

Who can I appoint as my treasurer and what is required of that person?

- The candidate may appoint himself or any individual, with exception of the candidate's spouse, to serve as treasurer for the committee. Treasurers are responsible for maintaining all financial records of the committee, timely filing of reports, and ensuring the committee is in compliance with the campaign finance laws. The treasurer must be a resident of North Carolina.

Will my treasurer be trained?

- Yes. State law requires that treasurers participate in training as to the duties of office within three months of appointment. All treasurers must be trained regardless of the amount of money raised or spent during the election cycle. Training is offered in person and online. For more information on treasurer training, visit the State Board of Elections website at www.sboe.state.nc.us and select *Campaign Finance*, then *Training*.

I do not plan to receive any contributions and want to fund my campaign entirely with my own money. Do I still need to open a committee?

- Yes. All candidates are required to open a committee. When deciding whether to file over or under the \$1,000 threshold, keep in mind that anything you purchase with personal funds for the campaign will count toward the \$1,000. Purchases you make

with personal funds are considered in-kind contributions from you as an individual to your campaign.

If I file a Certification of Threshold and remain under the \$1,000 limit, do I need to keep track of the money I receive and spend?

- Yes. All committees should keep accurate records of contributions and expenditures regardless of whether the committee filed over or under the \$1,000 threshold. In the event that the threshold is exceeded, full disclosure of activity will be required.

I am planning a fundraiser and a local restaurant has offered to donate food. Is this allowed?

- No. You cannot receive any contribution (monetary or in-kind) from a business. This includes donating items for fundraisers.

I am planning a fundraiser and will sell plates of food. Do I need to keep track of how much each person buys?

- Yes. Anonymous contributions are prohibited. For example, if you hold a fundraiser and sell hot dog plates for \$5 and drinks for \$1, you must have the name, address, and phone number of each person who buys a plate or a drink and keep track of how much money they give.

A friend of mine came up to me and put a \$100 bill in my hand telling me to “put it toward the campaign”. Is this allowed?

- No. Any contribution in excess of \$50 must be made with a verifiable form of payment (i.e. check or money order).

I am going to Costco to buy food for a fundraiser. Can I make the purchase using cash?

- That depends. If you are using campaign funds and the purchase is over \$50, it must be made with a verifiable form of payment (i.e. check, money order, campaign debit/credit card). If you are using your personal money and will donate the food to the committee as an in-kind contribution, the purchase can be made with any form of payment.